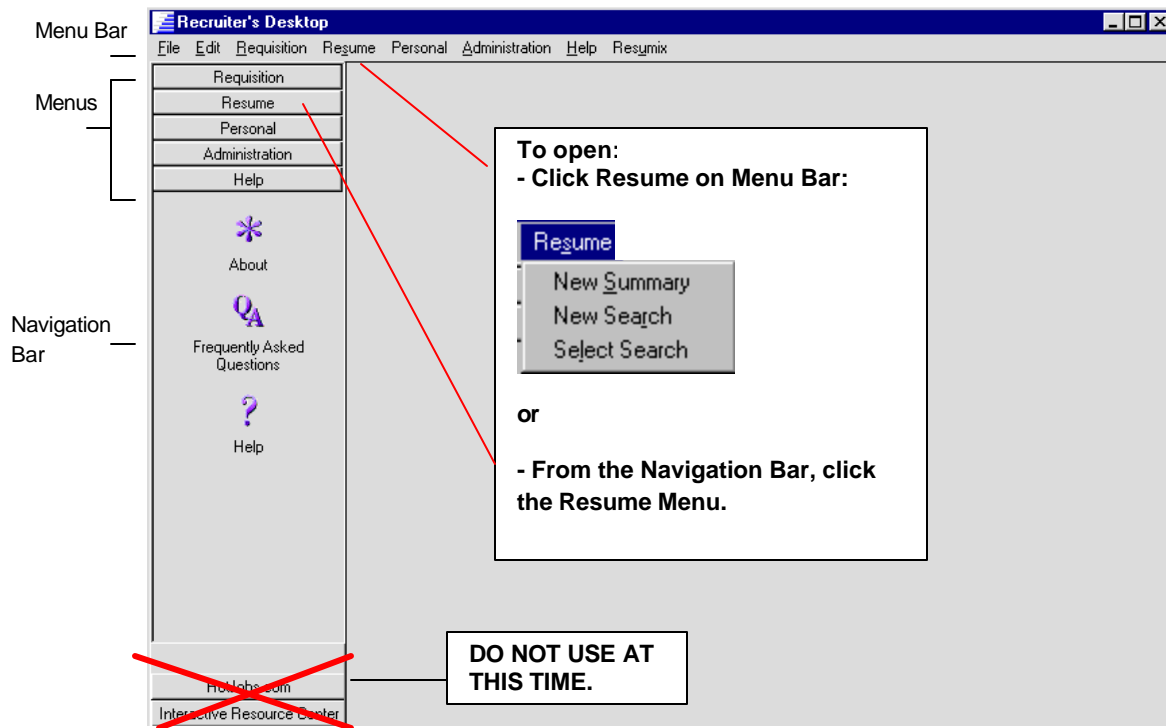


Chapter 5 – Resume Searches

Now that you have announced your job and the announcement has closed, you will need to go into Resumix, open the requisition (Chapter 3), and search for individuals that have self-nominated for your position.



Resume



NEW SUMMARY	Create a new resume summary.
--------------------	------------------------------

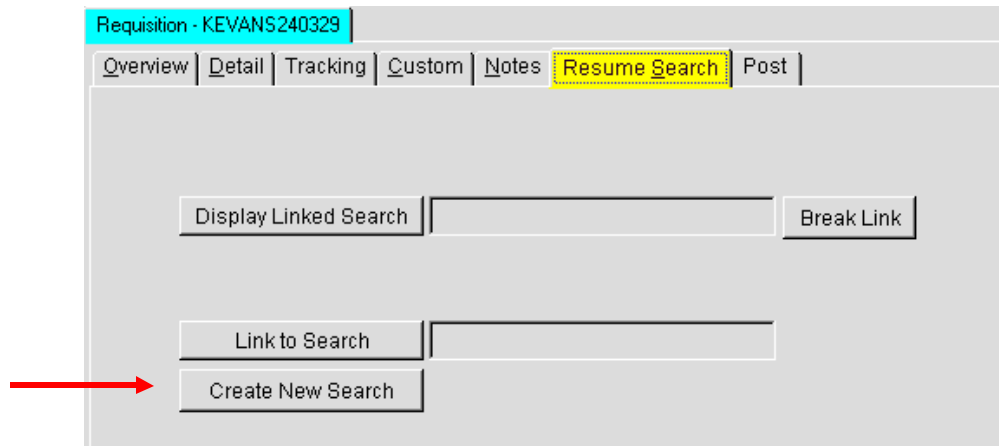
NEW SEARCH	Create a new resume search.
-------------------	-----------------------------

SELECT SEARCH	Select an existing resume search from a list.
----------------------	---

Resume Search

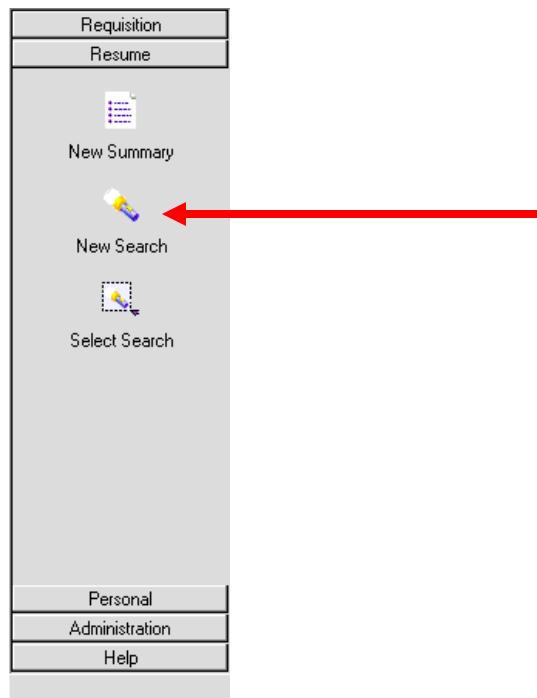
One of the following methods will be used to create your Resume Search:

- Open your Requisition (Chapter 3) and from the Resume Search tab of the open requisition, click <**Create New Search**>



OR

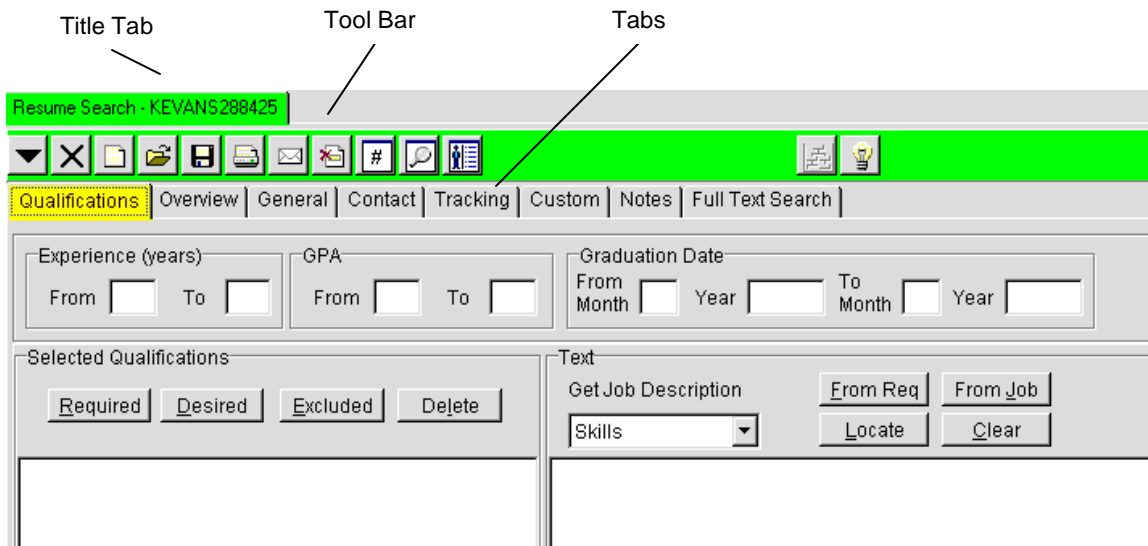
- Select “**New Search**” from the Navigator Bar under Resume Menu.



Reviewing the Resume Search Window

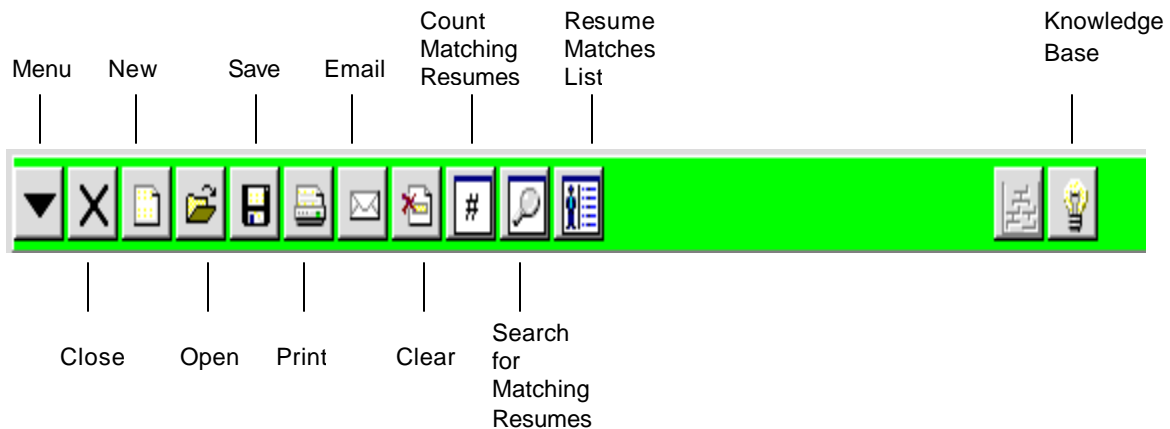
You can use resume searches to find all resumes that match specified search criteria.

Let's review the Title Tab, Tool Bar, and Tabs that appear in a **Resume Search** window.




















Title Tab: Lets you know what resume search you are currently in.

Tool Bar:



Tool Bar:



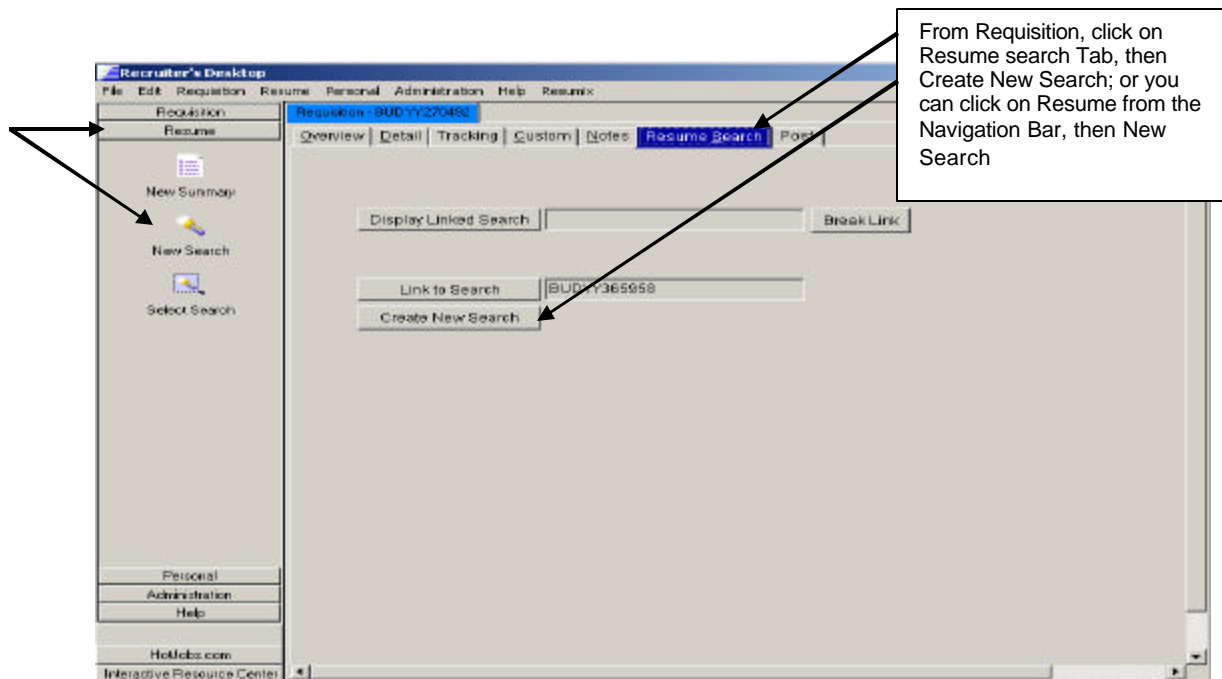
Button.....	Enables you to.....	Or Use Button on Tool Bar.....
 <ul style="list-style-type: none"> File ▶ New Ctrl+N View ▶ Open Ctrl+O Search ▶ Close Help ▶ Clear Save Ctrl+S Save As Rename Delete Print Ctrl+P Email 	<p>New: Create a new resume search.</p> <hr/> <p>Open: Open an existing resume search.</p> <hr/> <p>Close: Close the window you are currently in.</p> <hr/> <p>Clear: Clear the current search criteria.</p> <hr/> <p>Save: Save your search and its results.</p> <hr/> <p>Save As: The ability to <u>copy</u> an existing resume search and save under a different name.</p> <hr/> <p>Rename: Rename the resume search.</p> <hr/> <p>Delete: Delete the resume search.</p> <hr/> <p>Print: Print.</p> <hr/> <p>Email: Send email.</p>	 <hr/>  <hr/>  <hr/>  <hr/>  <hr/>  <hr/>  <hr/>  <hr/>  <hr/> 
 <ul style="list-style-type: none"> File ▶ View ▶ Knowledge Base Search ▶ Requisition Help ▶ Resume Matches List 	<p>Knowledge Base: View the Knowledge Base.</p> <hr/> <p>Resume Matches List: View the Resume Matches List.</p>	 <hr/> 
 <ul style="list-style-type: none"> File ▶ View ▶ Search ▶ For Matching Resumes Help ▶ Count Matching Resumes 	<p>For Matching Resumes: Search for matching resumes. Use for new searches.</p> <hr/> <p>Count Matching Resumes: Count the matching resumes.</p>	 <hr/> 

Searching for Candidates Using Self-Nomination

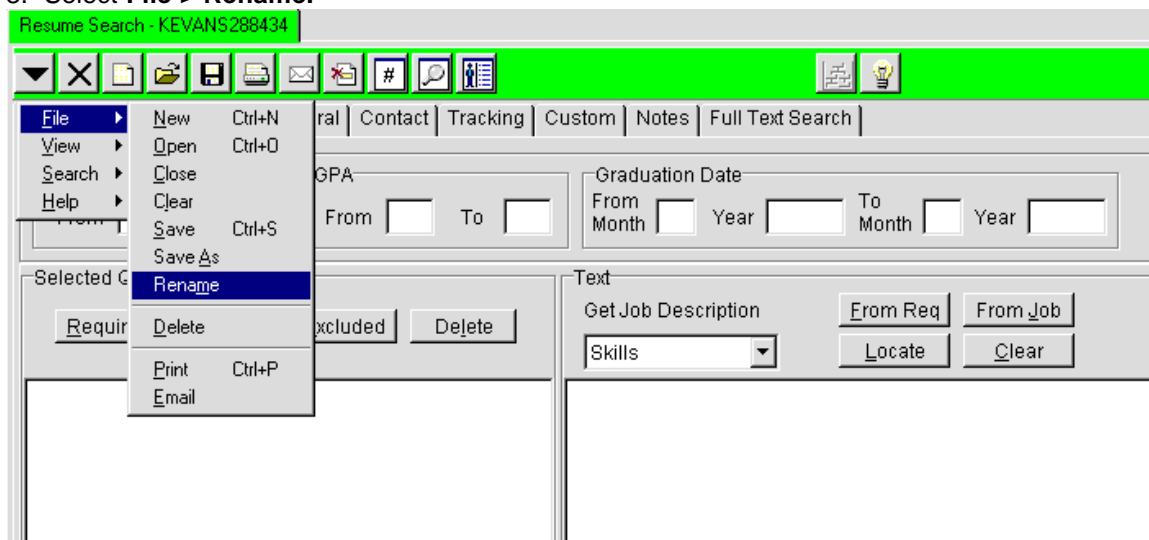
Now that your announcement has closed, you will need to go into Resumix and search for individuals that have self-nominated for your position.

The procedures below prepare you to import the match list to the Civilian Personnel Decision Support System (CPDSS) to create a Candidate Referral Roster (CRR).

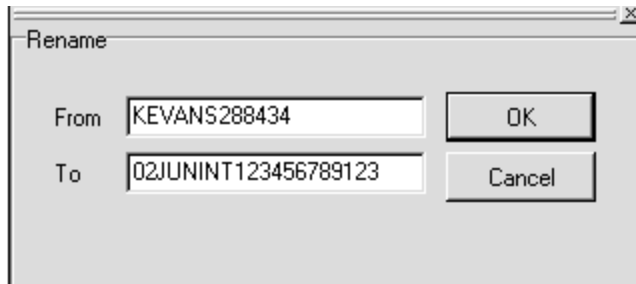
1. Open the requisition (see Chapter 3, Creating and Maintaining the Resumix Requisition).
2. Create a new **Resume Search**.



3. Select **File > Rename**.

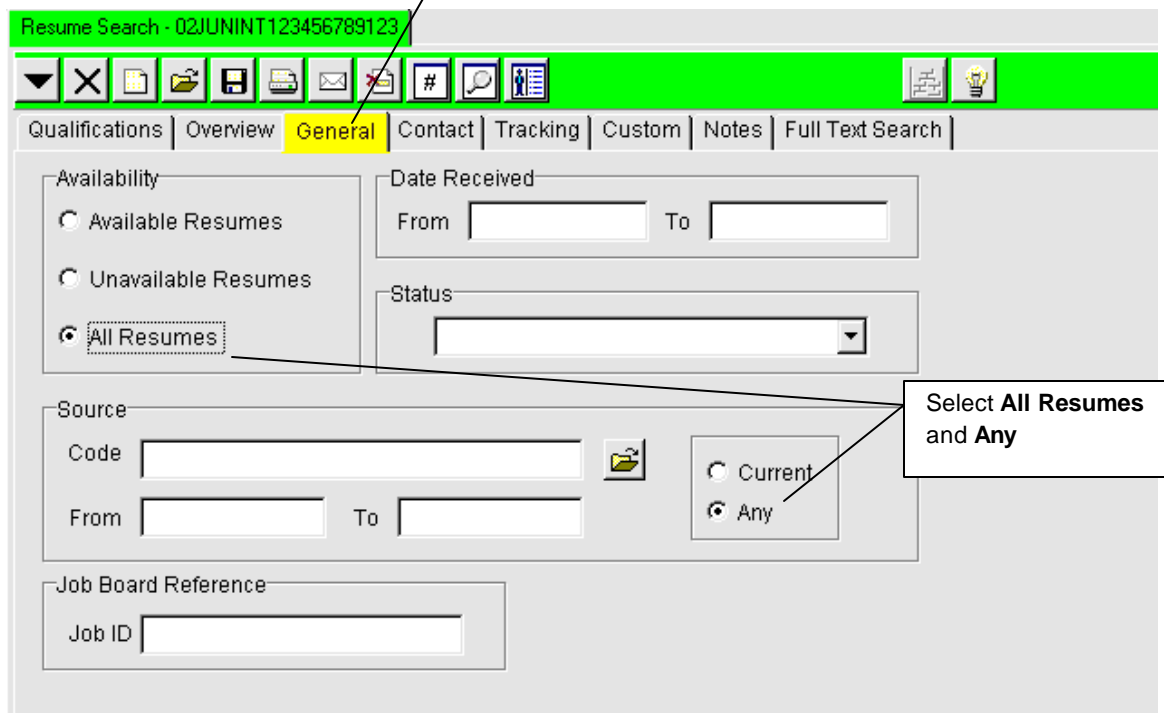


4. Rename the Resume Search to match the requisition number. Click **OK**.



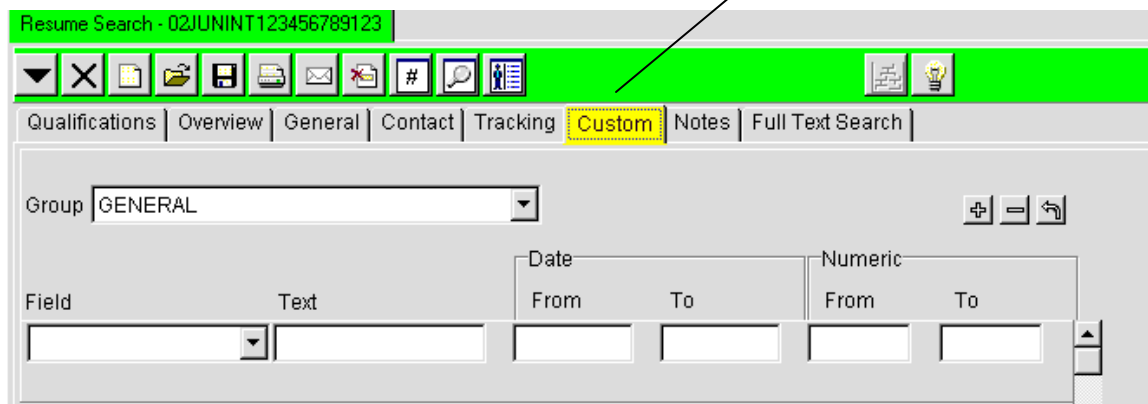
A dialog box titled "Rename" with a close button (X) in the top right corner. It contains two text input fields: "From" with the value "KEVANS288434" and "To" with the value "02JUNINT123456789123". To the right of the "From" field is an "OK" button, and to the right of the "To" field is a "Cancel" button.

5. Select the **General** tab.



The "Resume Search" window for requisition number "02JUNINT123456789123". The "General" tab is selected and highlighted in yellow. The window has a toolbar with various icons. Below the tabs, there are several sections: "Availability" with radio buttons for "Available Resumes", "Unavailable Resumes", and "All Resumes" (which is selected); "Date Received" with "From" and "To" date pickers; "Status" with a dropdown menu; "Source" with "Code", "From", and "To" fields, and radio buttons for "Current" and "Any" (which is selected); and "Job Board Reference" with a "Job ID" field. A callout box points to the "All Resumes" radio button with the text "Select All Resumes and Any".

6. From the Resume Search Screen, select the **Custom** tab.



The "Resume Search" window for requisition number "02JUNINT123456789123". The "Custom" tab is selected and highlighted in yellow. The window shows a "Group" dropdown menu set to "GENERAL". Below this, there are fields for "Field", "Text", "Date" (with "From" and "To" sub-fields), and "Numeric" (with "From" and "To" sub-fields). A callout box points to the "Custom" tab.

7. Under Group, select **Self-Nomination**.

The screenshot shows the 'Resume Search' window for ID 02JUNINT123456789123. The 'Custom' tab is active. The 'Group' dropdown menu is open, displaying a list of options: GENERAL, Req Contact Info, Geo Location Req, Conditions of Job, Length of Temporary Employment, **Self-Nomination** (highlighted), Spec Placemt Cons Reas, CSB Geo Locations, and DEU. The 'Field' dropdown is currently empty.

8. Under Field, select **Self-Nomination**.

The screenshot shows the 'Resume Search' window with 'Self-Nomination' selected in both the 'Group' and 'Field' dropdowns. The 'Field' dropdown is set to 'Text'. The search criteria area shows 'From' and 'To' fields for Date and Numeric data types. A callout bubble points to the magnifying glass icon in the toolbar, stating: 'Click on the “magnifying glass to create the Resume Match List.’'

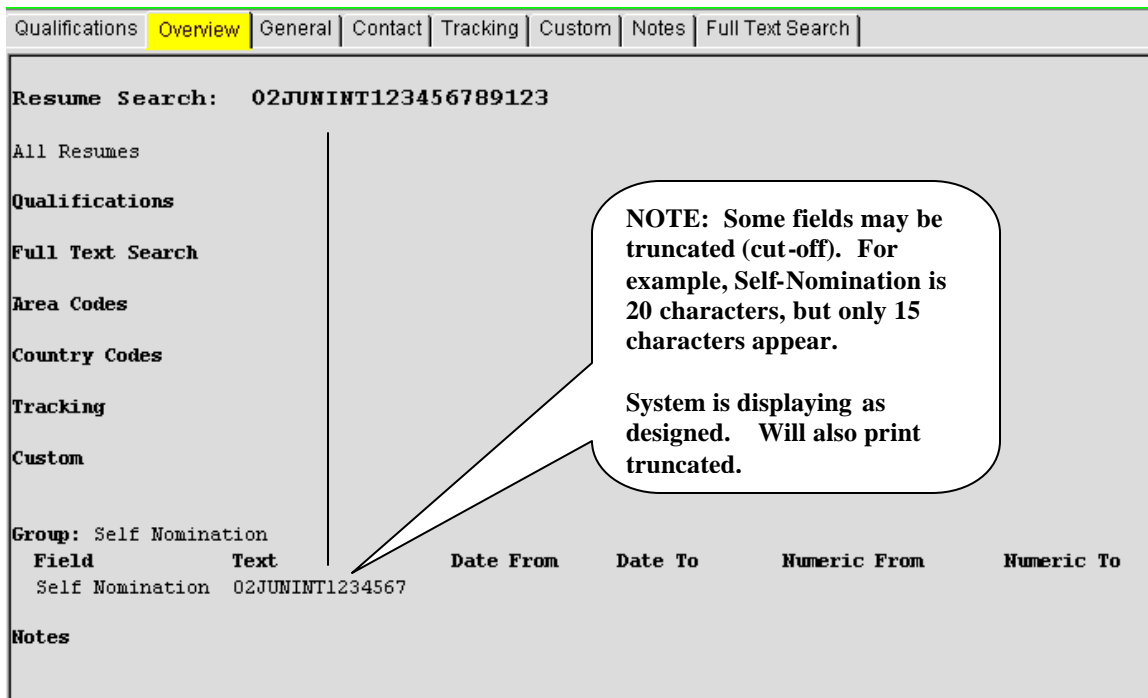
- Enter the **20 characters of the Self-Nomination number**. You can either copy and paste the number into this area or type it manually.



Warning: Be careful when typing the 20 characters. If you type it incorrectly, the applicants self-nominating for your position will not come up on your match list. This field is case sensitive.

9. Before you click the “Magnifying glass”  icon to create your Resume Match List, make sure:


- When you click on the Resume Search overview tab, ensure that only your required self-nomination number is displayed.

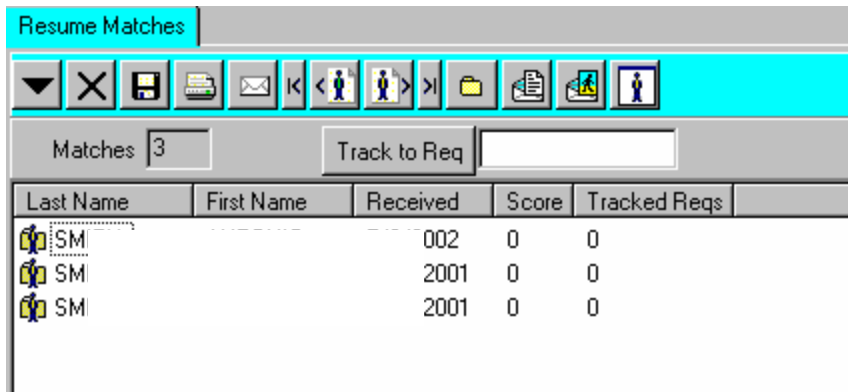


The screenshot shows a web application interface for Resume Search. At the top is a navigation bar with tabs: Qualifications, Overview (highlighted in yellow), General, Contact, Tracking, Custom, Notes, and Full Text Search. Below the navigation bar, the main content area has a header "Resume Search: 02JUNINT123456789123". On the left side, there is a sidebar with a list of filters: All Resumes, Qualifications, Full Text Search, Area Codes, Country Codes, Tracking, and Custom. Below these filters, it says "Group: Self Nomination". The main area displays a table with the following columns: Field, Text, Date From, Date To, Numeric From, and Numeric To. The first row of data shows "Self Nomination" in the Field column and "02JUNINT1234567" in the Text column. A callout box with a speech bubble points to the "Text" column, containing the following text: "NOTE: Some fields may be truncated (cut-off). For example, Self-Nomination is 20 characters, but only 15 characters appear. System is displaying as designed. Will also print truncated."

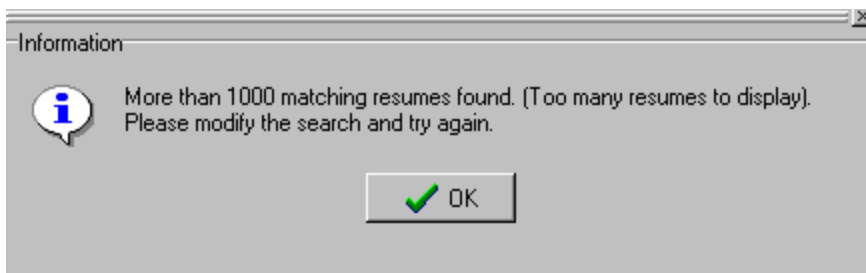
• **Resumix Requisition is Open/Active (make sure it is NOT minimized)**

- Save  your work.

10. Click the “Magnifying glass”  icon. If all of the systems are up and running, the **Resume Matches** Window will display. The background will be a Cyan (blue/green) color.



If your resume search contains more than 1000 matches, you will receive the following notice:



For instructions on how to complete your search when this message is encountered, turn to Appendix B.



Remember...three things will need to be open/active on your desk top in order to capture your match list in CPDSS (see Chapter 6 for more information):

1. Resumix Requisition **(make sure it is NOT minimized)**
2. Resumix Match List **(make sure it is NOT minimized)**
3. CPDSS

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